

Montclair Homeowners Association, Inc.

BOARD OF DIRECTORS MEETING

Tuesday, September 10, 2013, 7:00pm

Sentry Management Office

Minutes with Changes and Corrections

1. **Call to Order**—Meeting called to order at 7:00 by Bob Stone.
2. **Establish Quorum**—Five of five directors present, Bob Stone, Brenda Messler, Mike McCullers, Yvonne Lorah, and Stan Lincoln therefore quorum established. Also present was Mary Burns as representative from Sentry Management.
3. **Proof of Notice**—Meeting notice was posted in the community at least 48 hours prior to the meeting date and time.
4. **Approval Previous Meeting Minutes—August 13, 2013**—Motion made by Y Lorah to approve the meeting minutes from August 13, 2013 with no changes or corrections. Motion seconded by B Stone, all in favor, none opposed, motion passed unanimously.
5. **Review ARB Applications**— Motion to approve/disapprove application is as follows:
 - a. 10703 Versailles—Side entry screen porch and rear covered patio—aluminum—On hold for more information.
6. **Manager's Report**—Reviewed and discussed
7. **Financial/ Collection Review**
 - a. **Intent-to-lien Instructions**—Board discussed concern of Auto-ITL's being sent about the same time the second late notice coupon is posted to owners, therefore not providing the owner enough time to pay before the intent fee is applied. The recommended time frame would be at 60 days for the ITL.
8. **Covenant Enforcement**
9. **Old Business**
 - a. **CPA Engagement-2013 YE**—Motion made by S Lincoln to approve the quote from Arrington & Company to perform the 2013 year end compilation and tax return as quote from William Jackson was only lower by \$25.00. The motion was seconded by B Stone, all in favor, none opposed, motion passed unanimously.
 - b. **Entrance Flag Installation**—Motion made by B Stone to approve charge of \$100-\$150 to Prime Maintenance to install the flag at the community entrance, the charge is for lift equipment. Motion seconded by S Lincoln, all in favor, none opposed, motion passed unanimously.

New Business

- a. **Landscaping Contract Renewal-Smithwell**—Motion made by B Messler to approve the requested increase to the monthly landscaping service by \$100.00, bringing the fee to \$1,050 from \$950, motion seconded by S Lincoln, all in favor, none opposed, motion passed unanimously. Management adjusted proposed budget allocation against Allowance for Bad Debt. ~~Additionally, the Board directed Manager to have landscaper to trim down the center bushes in the first entrance island to the same height as the second island and to lift the two Legustrum trees at the front of first island, to provide more visibility of traffic at the Bronson intersection.~~

b.a. Fall Community Garage Sale—Motion made by B Stone to approve Saturday, October 19th for the autumn community garage sale, motion seconded by B Messler, all in favor, none opposed, motion passed unanimously. B Stone will post the advertisement in the local paper and B Messler will post signs as needed.

c.b. Other—as Board designates—Motion made by B Stone to approve spending up to \$100.00 for ribbons, garland, lights, and anything else to revamp the large Christmas wreath before the holidays, motion seconded by M McCullers, all in favor, none opposed, motion passed unanimously. B Messler and Y Lorah will complete this project.

d.c. Community Projects—Board discussed projects for maintenance of common brick wall—needs pointing, and upgrading lighting at the entrance plus inoperable electrical outlets. B Stone, M McCullers, and S Lincoln will review and draft specifications for a Request for Proposal to vendors.

12. Owner Forum—Owners present had a few questions related to ARB rules.

13. Establish Date for Next Meeting-October 8, 2013—BUDGET MEETING, November 12, 2013—ANNUAL MEMBER MEETING.

14. Adjourn—Motion made by B Stone and seconded by S Lincoln to adjourn the meeting at 8:26pm, all in favor, none opposed, motion passed unanimously.

Submitted by:
Mary Burns, LCAM
Community Association Manager
Sentry Management

Date Approved: September 10, 2013-MB
Revised with changes and corrections: 2013-10-08-MB